

## Getting a Passport

There are many options for beginning the passport application process – here are three to aid delegates and athletes.

### Applying Directly

#### What do I need to get started?

An application is your starting point. **Please note:** during the application process you will also have to provide two passport photos, present proof of U.S. citizenship, present proof of identity, a Social Security number, and payment of applicable fees.

#### Which application do I need?

- If this is your first passport, or you have lost your current passport you need **Form DS-11**.
- If you need to renew your current passport, you need **Form DS-82**

Both of these forms are available to fill out online, which speeds processing time and eliminates errors.

#### Where can I get a Passport Application?

Access and print the application online at <http://travel.state.gov/>, **OR** pick up an application from your nearest **passport acceptance facility**.

#### How do I locate my nearest passport acceptance facility?

Go to the State Department search engine at: <http://iafdb.travel.state.gov/>.  
Passport acceptance facilities are local post offices or municipal courts. If you do not have access to the Internet, we recommend calling your local post office and inquiring.

#### How do I complete my passport application?

Assistance is provided on both the website <http://travel.state.gov/>, **OR** by calling the National Passport Information Center at:

1-877-4USA-PPT (1-877-487-2778)  
TDD/TTY: 1-888-874-7793

Please remember that if you are applying for your first (or a replacement) passport that you must sign the application in the presence of a passport acceptance agent.

#### Where can I get passport photos?

- Look in the Yellow Pages for your area, under “**Passport**” or “**Photographers-Passport**”
- Check for business center/postal stores that offer passport photo services, such as Kinkos, Mailboxes Etc., Postal Annex, AAA, etc. Please contact a location near you to confirm they have that service available.

There are specific guidelines for what qualities a passport photo must possess at the State Department’s website:

[http://travel.state.gov/passport/guide/faq/faq\\_881.html](http://travel.state.gov/passport/guide/faq/faq_881.html)

### **What documentation do I need?**

#### **Present Proof of U.S. Citizenship (any one of the following):**

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.)
- Certified birth certificate issued by the city, county or state.  
**Please note:** hospital issued birth certificates are not accepted. (This includes military base hospital issued certificates.) The actual link is <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

#### **Present Proof of Identity (You can prove your identity with any one of these, if you are recognizable):**

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as proof of identity.)
- Naturalization Certificate
- Current, valid
  - Driver's license
  - Government ID: city, state or federal
  - Military ID: military and dependents

**Please note:** Your Social Security Card does NOT prove your identity.

#### **If none of these are available, you will need:**

Some signature documents, not acceptable alone as ID  
(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, student ID card etc.)

#### **AND**

A person who can vouch for you. He/she must

- Have known you for at least 2 years,
- Be a U.S. citizen or permanent resident
- Have valid ID

**AND**

Fill out a Form DS-71 in the presence of a passport agent.

**FOR MINORS UNDER THE AGE OF 14:**

The child **MUST** appear in person. Both parents or legal guardians must present evidence of identity when they apply for a minor under the age of 14.

**FOR MINORS 14 to 17:**

- The child **MUST** appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child, present identification and co-sign the application.

**How do I submit my completed Passport Application and supporting documentation?**

Submit completed applications at your nearest *Passport Acceptance Facility* or if you are only **RENEWING** your current passport, mail to the address provided on the application.

How much does this cost?

- If you are 16 or older: \$97.00
- If you are 15 or younger: \$82.00

**How long before I receive my passport after submitting my application?**

Ordinarily, within 6 weeks. At any time you may call and check on your application at 1-877-4USA-PPT or by going online at [http://travel.state.gov/passport/get/status/status\\_2567.html](http://travel.state.gov/passport/get/status/status_2567.html). When checking online, be prepared to enter your last name, date of birth, and the last 4 digits of your Social Security number.

**How do I get my passport in a hurry?**

When submitting your application at your passport acceptance facility, request **EXPEDITED** service. This service is an additional \$60 plus shipping fees (overnight delivery both ways is strongly encouraged). Your passport should arrive within 2 weeks. Be sure to follow the directions for expedited service closely to ensure the quickest processing time.

**Tip:** If you fill your application out online, processing time is reduced as an agent no longer has to manually enter your information. This also reduces the chance of a mistake or typo. Go to <http://travel.state.gov/> and follow the links to apply or go directly to the application at <https://pptform.state.gov/>. Remember that form **DS-82** is for renewals and form **DS-11** is for new applicants or renewals for minors.

The following two organizations are of the same kind of travel document assistance service agency and People to People Ambassador Programs has received excellent service from both. Both are presented here to create more options for our delegates and athletes to choose from.

## **Zierer Visa and Passport Service, Inc.**

### **Where do I start?**

Contact **Zierer Visa and Passport Service** at **1-866-788-1100** OR visit their website [www.zvs.com](http://www.zvs.com). Information, applications, and order forms may be downloaded at the ZVS website.

### **What kind of processing times does ZVS offer?**

ZVS offers a range of rush services from a Standard 2-8 weeks to Rush Service of 3 days or less (at certain locations only, contact ZVS for information)

### **How much does it cost?**

Dependent on services requested. Cost ranges from \$75 to \$202 for passport services. Rush services are more expensive than standard processing. A full list of services and costs can be found on the ZVS website.

## **Applying through It's Easy Passport and Visa Service**

### **Where do I start?**

By contacting **It's Easy** at **1 866 ITS EASY** 24 Hours a day OR visiting the It's Easy website at [www.itseasypassport.com](http://www.itseasypassport.com). Information and applications can be downloaded at the website.

### **What kind of processing times does It's Easy offer?**

A range of services – from Same Day Emergency Service to 8 day Service.

### **What does it cost?**

Prices range from \$75 to \$200, depending on how quick of processing you request.

*The above are just the processing fees, U.S. government fees would need to be added and they range from \$80-\$157 depending on service needed.*